



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: 3/19/15

Melinda Campo
1751 E County Line Road
Des Moines, IA 50320

Date Complaint Received: 2/4/15

Complaint Received By: DHS

Complaint Description: The Department received a complaint concerning a small mark or bruise on a child's arm. The "exact cause of the injury" is reported as unknown.

Rule Basis: Findings considered in accordance to Rule(s) 110.5(9)a "Gives careful supervision at all times"

Findings: Unannounced spot check conducted on 3/19/15. The complaint report and provider Melinda Campo agreed the child in question was only in her care for a short period of time, and has not been in attendance since early February 2015. I had no mark, injury, or child to observe. The report appears to be written by a third party.

Provider Melinda Campo was surprised by the complaint, and indicated during the short time the child was in attendance, he did have one incident where he and another little boy were struggling over a toy pail and he had a little mark on his arm. Melinda did not find the incident of two little boys having a brief struggle over a toy to be unusual and indicated no serious injury occurred. She stated parents showed no concern when she described the incident to them at the end of the day. The report itself stated "he is moving the arm fine" and "the exact cause of the injury is unknown."

Resolution: I have no evidence to indicate any non-compliance in levels of supervision provided by Melinda Campo.

Full spot check was conducted. There were a few other general compliance items needing correction as listed below. These items were unrelated to the reported complaint. Corrective action request with a checklist to be signed off on will be sent to provider. No re-check is planned at this time.

This letter is in regards to the 3/19/15 complaint check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone. (You need to post emergency and parent contact phone numbers in your kitchen or near your phone. I suggest using the Phone Numbers sheet I shared with you.)

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. (You need to obtain a copy of a current physician signed statement of health for your files for Kayla, Jon, and John. With the new form I shared with you, these need to be renewed every three years.)

☐ 110.5(4) **The certificate of registration is displayed in a conspicuous place.** (You need to display a current copy of your certificate.)

110.5(8) Children's Files

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. (Several of your children's files need current copies of physician signed statements of health. These need to be renewed every year.)

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before** 5/7/15.

☒ Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: 5/7/15.

X _____
Signature Date

Please call me if you have any further questions.

Sincerely,



Earl Crow
Child Development Home Compliance Checks
DHS, Story County
(515) 268-7106

C. Mark Chappelle
Social Work Supervisor
DHS, Dallas County
(515) 993-1705

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://dhs.iowa.gov/sites/default/files/CC Professional Development.pdf](http://dhs.iowa.gov/sites/default/files/CC%20Professional%20Development.pdf) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).